



CITY OF SAN BRUNO

SPECIAL MEETING

PARKS AND RECREATION COMMISSION AGENDA

Wednesday, April 18, 2018 • 7:00 p.m. • San Bruno Senior Center, 1555 Crystal Spring Road, San Bruno

WELCOME TO OUR COMMISSION MEETING

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC DISCUSSION. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of three (3) minutes for individual comments.

1. CALL TO ORDER/ROLL CALL:
2. PLEDGE OF ALLEGIANCE:
3. REVIEW OF AGENDA:
4. APPROVAL OF THE MINUTES: January 17, 2018, February 21, 2018 and March 21, 2018
5. CONSENT CALENDAR:
6. PUBLIC COMMENT ON ITEMS NOT ON AGENDA: (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
7. NEW BUSINESS:
 - a. Presentation of 2017 Community Recognition Award
 - b. Summer Recreation Program Preview
8. UNFINISHED BUSINESS:
9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:
 - a. Subcommittee Updates (as needed)
 1. Park Tour Subcommittee (Greenberg)
 2. Adopt-A-Park Subcommittee (Gonzalez)
 - b. Items from Commissioners
10. ITEMS FROM STAFF:
11. ADJOURNMENT

**** POSTED PURSUANT TO LAW ****



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Parks and Recreation Commission January 17, 2018

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Gonzales, Greenberg, Melendrez, and Nigel. Commissioners Excused: Zamattia. Staff: Burns, Brewer, Venezia, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Gonzales led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:** **MSC Melendrez/Nigel** to approve the minutes from December 6, 2017. Approved unanimously.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Approval of the 2018 Commission Meeting Schedule – **MSC Nigel/Greenberg** to approve the 2018 meeting schedule as presented. Approved unanimously.
 - b. Nomination and Election of Chairperson & Vice Chairperson – **MSC Palmer/Nigel** to nominate Kris Gonzales as Vice Chair. Approved unanimously. **MSC Nigel/Melendrez** to nominate Mike Palmer as Chair. Approved unanimously.
8. **UNFINISHED BUSINESS:**
 - a. Staff Request for Recommendations on Features and Amenities for Commodore Park Dog Run Revitalization – Director Burns told the Commission that the City currently has a Request for Proposals out for a Landscape Architect to assist in the drawing of plans to publicly bid the improvements for the Commodore Park Dog Run. Once the landscape architect is selected and hired they will take the input from the Commission, staff, and the input provided by the community from the September 20, 2017 meeting and create a Master Plan. The Master Plan will then come back for the Commission's review and for the public's review, and then to City Council for approval. Director Burns asked the Commission to please provide recommendations for feature and amenities they would like included in the Commodore Dog Park revitalization.

Commissioner Melendrez said that after the community meeting on September 20, 2017 he felt that the biggest feature the community wanted to see were agility features.

Commissioner Greenberg reminded the Commission that the partitions for big dogs and small dogs was a priority for the community. She would also like to see a refurbished dog park with better surface, lighting, and walkway around fenced area.

Commissioner Nigel said that his priority was having a good separation between the large and small dogs and amenities that are easy for staff to maintain.

Vice Chair Gonzales told the Commission that her priorities include the park being ADA accessible, having a behavior gate installed and having the separation of the large dog and small dog areas be a 60/40 split. She added that lighting is necessary, having dog friendly benches away from the entrance, fences between 4-6 feet in height, and a bulletin board.

Chair Palmer said that his priority is having decomposed granite as a suitable surface. He agrees with the 60/40 split for large dogs and small dogs and also lighting is a necessity. Moving benches and tables away from the entrance is also critical and making sure they are low maintenance for staff. He added that he would like to see the fence around the area be replaced and it should be at least 5-6 feet in height and that having a bulletin board for the community would be helpful.

Commissioner Melendrez added that shade is an important feature that should be considered.

Commissioner Greenberg asked if the park will be adopted by a group and **Chair Palmer** replied that a group had already come forward to adopt that park once the improvements were made.

Karin Gromosini, Elm Avenue, suggested the Commission also look into trails where dogs be allowed to walk.

Reina Burgos, Florida Avenue, would like to see as many of the trees in Commodore Park stay, to have staff please provide environmental bags for the users, and leveling of the surface area. She also said a display of rules for the park would be helpful.

Tim O'Brien, Florida Avenue, said his main priority is the surface area. Would like to know if there are other options than decomposed granite. Leveling the area should be a priority too. ADA accessibility is important as well and adding some plants and aesthetics to increase the appeal.

9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:

Commissioner Greenberg asked if the trimming of the trees around the Bayhill area were permitted by the City. Director Burns replied that there were a lot of landscape improvements happening in the Bayhill area that included the trimming of Eucalyptus trees. **Commissioner Greenberg** added that the San Bruno Junior Giants were now at Platinum level due to the success of their organization and she thanked staff for their support. She added that she toured Ponderosa Park and provided her feedback on the Commission's tour form for staff.

Commissioner Nigel gave staff his tour form and feedback for Monte Verde Park.

Vice Chair Gonzales told the Commission she toured Grundy Park and she requested copies of the tour forms completed by Commissioner Greenberg and Commissioner Nigel. She also asked if the Commissioners could look to identify

projects to be completed by adopt-a-park groups when they tour the parks.

Chair Palmer told the Commission that he had met with staff regarding the San Bruno Baseball organization and the adopt-a-park program. He also met with a representative from Capuchino High School regarding the vacant Student Commissioner position.

Commissioner Melendrez provided feedback on his tours of Fleetwood Park, Monte Verde Park, and Buckeye Park.

10. **ITEMS FROM STAFF:** Director Burns told the Commission that Monte Verde Park had been vandalized in December which is why it currently has a locked gate. She thanked Superintendent Brewer and Supervisor Venezia for completing the pavement project at City Park and let the Commission know that they are currently working on an invitation for bids for the Commodore Park pathways.

Vice Chair Gonzales commented that Grundy Park pathways should be a priority over Commodore Park pathways.

Superintendent Brewer told the Commission that the installation of the new registration system had commenced and would be going live the beginning of February.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 7:53 p.m.

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MEETING MINUTES

Parks and Recreation Commission February 21, 2018

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Vice Chair Gonzales, Greenberg, Melendrez, and Zamattia. Commissioners Excused: Nigel. Staff: Burns, Brewer, Venezia, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Director Burns led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:** Moved to March agenda.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Receive Oral Report on the Development of the Conceptual Design for the New Recreation and Aquatics Center – Representatives from the architectural firm, Group 4, introduced themselves and presented on the development of the conceptual design for the new recreation and aquatics center. They also told the Commission their plans for community outreach over the next few months and the Commission's role in that.
 - b. Revised Signage in Conjunction with Changes to the Municipal Code Allowing Dogs in Specified City Parks – Supervisor Venezia told the Commission that due to the change in the Municipal Code by the City Council regarding dogs in parks, staff would be replacing the existing parks signs and wanted the Commission's input on the new signs.

Commissioner Greenberg asked why staff removed the Police Department's business line from the signs and Director Burns replied that it was her decision to add the main line to the Community Services' office and the Police Department should only be contacted in urgent matters through the emergency number.
8. **UNFINISHED BUSINESS:**
9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** **Commissioner Greenberg** asked staff if the trees removed around Bayhill had a tree removal permit

and if they would be replaced. Director Burns replied that the Bayhill area was currently undergoing a big landscape design update and that tree removal permits had been approved. She added that the requester would be following the tree replacement guidelines that come along with the tree permit. **Commissioner Greenberg** added that South San Francisco's Parks and Recreation Commission meets every third Tuesday of the month and suggested that some of the Commissioner's attend their meetings to have a broader knowledge of how other Commissions work. **Commissioner Greenberg** also said that she visited Herman Park and provided her observations to the Commission and staff.

Vice Chair Gonzales told the Commission that the Rotary Club of San Bruno and the Lions Club nominated Carolyn Livengood for the Extraordinary Service Recognition Award and City Council will vote on it and present it at their meeting on February 27, 2018. She added that she toured Grundy Park and provided her observations to the Commission and staff. She also told the Commission that the San Bruno Seagulls had adopted Lara Field.

Chair Palmer wanted to recognize Director Burns for her work on the Parks and Recreation Commission and thanked her for her efforts on behalf of the Parks and Recreation Commission and wished her well in her retirement.

10. **ITEMS FROM STAFF:** None.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 7:55 p.m.



SPECIAL MEETING MINUTES

**Parks and Recreation Commission
March 21, 2018**

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Greenberg, Lin, Martinucci, Melendrez, Nigel, Zamattia, and Zastrow. Commissioners Excused: Vice Chair Gonzales. Staff: Brewer and Stallings.
2. **PLEDGE OF ALLEGIANCE:** Youth Representative Lin and Commissioners Martinucci and Zastrow led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:** Moved to April agenda.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Receive Oral Report on the Development of the Conceptual Design for the New Recreation and Aquatics Center – Representatives from the architectural firm, Group 4, presented on the development of the conceptual design for the new recreation and aquatics center and told them they would be holding the first Community meeting at the Veterans Memorial Recreation Center on Thursday, March 22, 2018.
 - b. Report from Community Recognition Award Subcommittee and Selection of 2018 Recipient – Superintendent Brewer told the Commission that the nomination for Carolyn Livengood was carried over from the year before and it was submitted by Kirsten Pinnoch. **MSC Nigel/Greenberg** to award the Community Recognition Award to Carolyn Livengood. Approved unanimously.
 - c. Update on Commissioner Handbook – **Chair Palmer** provided the Commission with an updated handbook and went over the changes he made.
8. **UNFINISHED BUSINESS:**
9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** **Chair Palmer** welcomed interim Community Services Director, Michael Stallings, as well as the three new Commissioners. **Commissioner Greenberg** showed the Commission the current Junior

Giants flyer and let them know she is looking for someone to take over the Junior Giants program. She asked staff for follow up on the grant given to the City for \$5,000 from BTF and Superintendent Brewer responded that they will be purchasing baseball field supplies including chalk and brand new bases. **Commissioner Nigel** gave the Commission an overview of the CPRS conference in Long Beach the week before.

- a. Park Tour Subcommittee – **Commissioner Greenberg** provided the Park Tour checklist for the Commissioners to use when they visit parks in the City. She then asked staff what would be the best way to submit the Park Tour checklist and Interim Director Stallings responded that it can be submitted in person at the Commission meetings, at the office at Veterans Memorial Recreation Center or electronically sent to the Director's email.

10. **ITEMS FROM STAFF:** Interim Director Stallings introduced himself to the Commission and provided his contact information.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:45 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno